

## CITY OF LINCOLN

### POLICE OFFICER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### DEFINITION:

Under general supervision, performs tasks and duties related to the protection of public health, safety and welfare, and the enforcement of applicable federal, state and local laws; provides traffic enforcement and control; carries out special assignments in a particular phase of police work; performs other related duties as required.

#### DISTINGUISHING CHARACTERISTICS:

The **Police Officer** is the journey-level class responsible for performance of the full scope of assigned law enforcement duties and responsibilities, under general supervision. This classification is distinguished from the next higher classification of Police Sergeant in that the latter is responsible for performance of the more complex and difficult tasks, and the supervision of assigned activities.

#### SUPERVISION RECEIVED / EXERCISED:

Receives general supervision from a Police Sergeant or higher ranking position, depending upon assignment; May provide technical supervision and training if serving as a Field Training Officer or Corporal.

#### ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Patrols assigned areas by car, foot or bicycle; performs crime suppression and prevention activities; answers special calls; conducts initial and follow-up investigations; interviews victims, complainants and witnesses; answers complaints including domestic disturbances, health code and local ordinance violations; performs surveillance activities; conducts chemical, drug and alcohol testing; investigates suspicious circumstances.
- Enforces traffic laws; conducts complete accident investigations; controls and directs traffic when necessary; performs crowd control, special event or riot duties; assists in crime prevention activities and the control of juvenile delinquency; serves search warrants and subpoenas; administers first aid in cases of emergency; transports, books and is responsible for the care and custody of detained persons.
- Trains and assists less experienced personnel as assigned; may serve as a Field Training Officer or in a variety of special program areas including gang taskforce, community resources, schools liaison, traffic patrol, task forces, crime prevention and administration.
- May serve as a detective; coordinates and conducts complete and detailed investigation of crimes against persons and property, and crimes involving vice, gaming and narcotics violations; performs undercover and surveillance activities; conducts registration and tracking of sex offenders; collects, preserves and maintains evidence and property.
- Obtains and processes evidence; takes written statements; prepares required reports and maintains investigative records; serves warrants and subpoenas; testifies in court in connection with prosecution of offenders; contacts and cooperates with other law enforcement agencies as warranted.

- Responds to questions, concerns and requests for service from the general public; provides information as appropriate and resolves complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires both near and far vision and acute hearing. Additionally, incumbents may work outdoors in all weather conditions including wet, hot and cold. The position entails working in hazardous situations, and may involve abusive persons, potential physical violence and the potential risk of exposure to blood borne pathogens in the performance of law enforcement duties. The nature of the work also requires the incumbent to drive motorized vehicles, operate a variety of law enforcement equipment, work in heavy vehicle traffic conditions and often work with constant interruptions.

**QUALIFICATIONS:** (The following are minimal qualifications necessary for entry into the classification).

**Education and / or Experience:**

High School diploma and completion of a P.O.S.T. Basic Academy.

**License / Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license, and possession of a P.O.S.T. Basic Academy Certificate.

**KNOWLEDGE / SKILLS / ABILITIES:** *(The following are representative sample of the KSAs necessary to perform essential duties of the position.)*

**Knowledge of:**

Operations and standard operating procedures of a Police Department; principles of crime prevention and suppression; modern law enforcement methods and procedures, including patrol, crime prevention, traffic control and investigation; basic principles of law enforcement information systems; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Skill to:**

Operate an office computer and a variety of word processing and software applications; safely and effectively operate a variety of law enforcement equipment, firearms and a police vehicle in emergency situations.

**Ability to:**

Gather, analyze and evaluate facts and evidence and reach sound conclusions; act quickly and calmly in emergency situations; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team;

make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.